NEO2™

Teacher's Desktop Quick Reference

Writing on NEO 2

When you turn on the NEO 2, you are in AlphaWord Plus, the word processing program for NEOs. Students use AlphaWord Plus to write, edit, revise, collaborate, share, and publish their work.

Use the function keys to print, spell check, and navigate within a file.

Press **file** keys to move among open files.

Press **clear file** to clear a file or close an unnamed file.

Power on and begin writing.

Press **send** to transfer text to an open file on a computer connected by USB cable.

Press **ctrl** with other keys for basic functions such as cut, copy, paste, and save.

Use the arrow keys to move the cursor.

Press **esc** to return to the previous screen.

Press **delete** to erase text.

Renaissance Receiver

What Is the Renaissance Receiver?

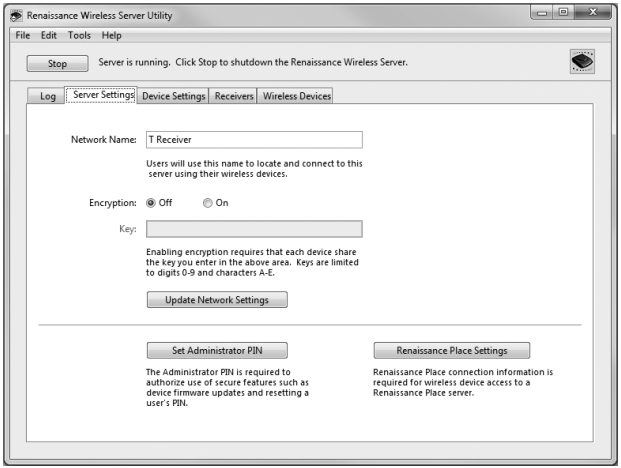
The Renaissance Receiver helps NEO 2s to communicate wirelessly with your computer software, including NEO Share, AccelTest, the 2Know! Toolbar, NEO Manager (for KeyWords), and Accelerated Math, Accelerated Reader, and MathFacts in a Flash in Renaissance Place. NEO 2 also uses the Renaissance Receiver to send documents wirelessly to your computer's default printer.

Connecting the Receiver

Renaissance Receiver (continued)

Setting the Receiver (Network) Name and the Renaissance Place Address
Set a unique Receiver (network) name so students know which Receiver to connect to (especially if you have more than one). Set the Renaissance Place address so NEO 2 SmartApplets can communicate with Renaissance Place.

1. Start the Renaissance Wireless Server Utility (installed with NEO Manager):
   - *Windows:* Click **Start ▸ All Programs ▸ Renaissance Wireless Server ▸ Renaissance Wireless Server Utility**.
   - *Macintosh:* Open the Applications folder, then the Renaissance Wireless Server folder. Double-click **Renaissance Wireless Server Utility**.
2. Type **1234** and click **OK** to log in. If necessary, click **Start**.
3. Click the **Server Settings** tab.
4. Change the Network Name to a name your students will recognize.
5. Click **Update Network Settings**.
6. Click **OK**.
7. If you are using NEO 2s with Accelerated Reader RP, KeyWords RP, or MathFacts in a Flash RP, click **Renaissance Place Settings**.
8. Enter the web address or RPID for your Renaissance Place server. Click **Verify** to make sure the address or RPID is recognized as valid.
9. Click **OK** after the address has been verified.


Renaissance Wireless Server Utility
File Edit Tools Help
Stop
Server is running. Click Stop to shutdown the Renaissance Wireless Server.
Log
Server Settings
Device Settings
Receivers
Wireless Devices
Network Name:
T Receiver
Users will use this name to locate and connect to this server using their wireless devices.
Encryption:
Off
On
Key:
Enabling encryption requires that each device share the key you enter in the above area. Keys are limited to digits 0-9 and characters A-E.
Update Network Settings
Set Administrator PIN
The Administrator PIN is required to authorize use of secure features such as device firmware updates and resetting a user's PIN.
Renaissance Place Settings
Renaissance Place connection information is required for wireless device access to a Renaissance Place server.

NEO Share

Installing NEO Share

You can install NEO Share from the NEO Share CD you received or download it at www.renlearn.com/neo/downloads/. Make sure your Renaissance Receiver is connected.

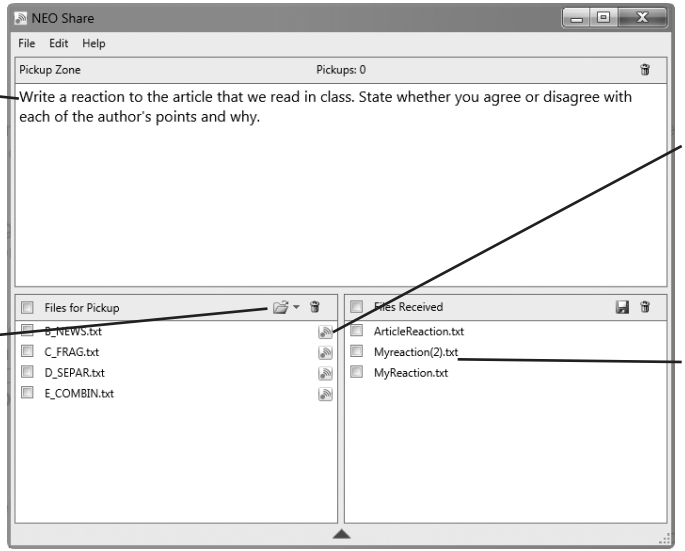
Starting NEO Share

Windows: Click **Start ▸ All Programs ▸ NEO Share ▸ NEO Share**.
Macintosh: In the Applications : NEO Share folder, open **NEO Share**.

Using NEO Share

Type or drag text here for students to pick up on their NEO 2s. NEO 2 users press **cmd-O** to pick up text in the Pickup Zone or files in Files for Pickup.

Click this button to select text files, Write On! lessons, or sample linked files (rubrics) for students to pick up. You can also select websites with writing prompts or set up your favorite folders or websites.



Click this icon to make each file visible or invisible to students using NEO 2s. (The green symbol means files are visible.)

These are the files that students have sent back to you by pressing **cmd-send**. Double-click a file to open it. Use the icons above the list to save or delete checked files.

NEO Share (continued)

Minimizing to the Bar View

To minimize NEO Share to the bar view shown below, click the status bar with the arrow in it at the bottom of the open NEO Share window.

Click this logo to go back to the full window.

Select and drag text here to put it in the NEO Share Pickup Zone.

Drag files here to put them in the Files For Pickup list.

When students send you files, this section will turn orange.

Click the arrow to go to the smaller collapsed view shown below.

The Collapsed Bar View

When you drag text or files onto the collapsed bar, it expands so you can choose the Pickup Zone or Files For Pickup section.

Click the arrow to go to the larger bar view shown above.

Click this logo to go to the full window.

When students send you files, this line will turn orange.

Accelerated Reader Quizzes on NEO 2

Getting Ready to Use the Accelerated Reader SmartApplet

Make sure you've connected the Receiver, named it, set the Renaissance Place address in the Renaissance Wireless Server Utility, and set your Accelerated Reader RP preferences. Students need to know their AR user names and passwords, the quiz number, and the Receiver name.

Taking an Accelerated Reader Quiz on NEO 2

1. Press **applets** on NEO 2.
2. Scroll down to **Accelerated Reader** and press **enter**.
3. Select a network (Receiver) or confirm that you want to stay connected to the Receiver that you used last time.
4. Enter your user name and password and press **enter**. (Select your class if you have more than one.)
5. Choose the type of quiz you want to take and press **enter**.
6. Type the quiz number and press **enter**. (For Vocabulary Practice Quizzes, you have other options for finding and taking quizzes.) For some quizzes, you can also choose whether to take the English or Spanish quiz.
7. Confirm that you want to take the quiz (or have the monitor enter the password if it's required).
8. Answer each question by pressing the letter for the answer you want to choose. Then, press **enter**.
9. After the last question, you will see your score. You may also have the chance to see the questions you missed.

Tuck Everlasting
Michael Deleza
Why did Winnie want to run away?
A. Her mother never gave her any attention.
B. She was frustrated with her obnoxious sisters.
1 of 10
NEO2

MathFacts in a Flash SmartApplets

The MathFacts in a Flash RP SmartApplet is for practicing math facts at school, while the MathFacts in a Flash (offline) SmartApplet is for independent practice. For more about how they are different, see the *NEO 2 Quick Guide*.

Using the MathFacts in a Flash RP SmartApplet

Before students use the SmartApplet, make sure you've connected the Receiver, named the network (computer/Receiver), set the Renaissance Place address in the Renaissance Wireless Server Utility, and set your MathFacts in a Flash RP preferences at the server. Students need to know their Renaissance Place user names and passwords and the network name.

1. Press **applets** on NEO 2.
2. Scroll down to **MathFacts in a Flash RP** and press **enter**.
3. Select a network (Receiver) or confirm that you want to stay connected to the one that you used last time.
4. Enter your user name and password and press **enter**. (Select your class if you have more than one.)
5. Next, choose whether to work at your current level or a level you have already mastered (if you have mastered any). You can also choose **Español** to work in Spanish until you log out. Use the arrows to choose an option; then, press **enter**.

When you start a practice or take a test, the first problem will be shown. If you see answer choices, press the key for the arrow or letter that is below the answer you want to choose. If there are no answer choices, type your answer. Press **enter**.

Things to note:

- During practices, the program will use an X to show you incorrect answers and give you a chance to choose the correct answers.
- During tests, press **esc** or **back space** to go back one question.
- When the time is almost up for the problem or activity, a clock flashes at the top of the screen.
- To stop a practice or test, press **ctrl-A** or **cmd-A**.
- After the last question, the screen will show how you did.

MathFacts in a Flash SmartApplets (continued)

Using the MathFacts in a Flash (offline) SmartApplet

Students use this SmartApplet to practice on their own. They can't master levels with this SmartApplet, but their practice can be shown in some reports if you send it to Renaissance Place. For more information, see the *NEO 2 Quick Guide*.

Practices and Tests in the MathFacts in a Flash (offline) SmartApplet

1. Press **applets** on NEO 2.
2. Scroll down to **MathFacts in a Flash (offline)** and press **enter**.
3. With **Practice/Test** highlighted, press **enter**.
4. Use the arrow keys to select the type of math facts to practice. Press **enter**.
5. Select the level. Press **enter**.
6. Select **Practice** or **Test**. Press **enter**.
7. For each problem, press the arrow key that matches the arrow below the answer you want to choose. Press **enter**.
7. After the last question, the screen will show how you did.

Sending the History to Renaissance Place

1. The teacher gets each student's PIN from the MathFacts in a Flash RP Student Information Report.
2. Press **applets** on NEO 2.
3. Scroll down to **MathFacts in a Flash (offline)** and press **enter**.
4. Select (highlight) **History** and press **enter**.
5. Select **Send to Renaissance Place** and press **enter**.
6. If necessary, select a network (Receiver) or confirm that you want to stay connected to the previous one used.
7. To continue (and clear the history from the NEO 2), press **Y**, then **enter**.
8. Enter the student's PIN. Press **enter**.
9. When the history has been sent, press **enter**.

KeyWords Wireless SmartApplet

How KeyWords Works

1. Teachers add students in NEO Manager or import students from Renaissance Place.
2. Teachers then add each of these students to the KeyWords Wirless SmartApplet on a NEO 2, or students add themselves. The student's user name and password are required.
3. Teachers set a pre-test/post-test level for each student if necessary. (The default level for each student is Intermediate.)
4. Students take the pre-test, work through the lessons, and then take the post-test.

Adding Students in NEO Manager

For more information about these steps, see the *NEO 2 User Manual*.

1. In NEO Manager, click the **KeyWords** tab.
2. Click **Add**. You can then choose to import students from Renaissance Place or add them manually in NEO Manager.
3. Students can then choose **Add a student** in the KeyWords Wireless SmartApplet on a NEO 2 and add themselves using their user names and passwords.

Setting the Pre-Test/Post-Test Level for each Student on NEO 2

1. On NEO 2, press **applets**.
2. Select **KeyWords Wireless**. Press **enter**.
3. With **Teacher options** highlighted, press **enter**.
4. Enter the NEO master password. Press **enter**.
5. Scroll down to **Set Pre-Test/Post-Test Level**. Press **enter**.
6. Select a student. Press **enter**.
7. Use the up or down arrows to select a different level.
8. Press **enter**.

KeyWords Wireless SmartApplet (continued)

Setting the Pre-Test/Post-Test Level for All Students in NEO Manager

1. Start NEO Manager and connect your NEO(s).
2. Click the **Settings** tab.
3. Click **KeyWords Wireless** in the list on the left.
4. On the right, click the **Pre/Post-Test Level** drop-down list and choose a level to apply to all KeyWords students on the NEO 2(s). The boxes for the setting and KeyWords Wireless will be checked.
5. Click the **Send List** tab.
6. Click **Send**.

Setting Custom Goals for Students

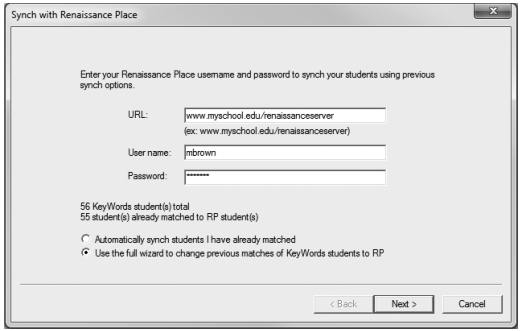
For the default goals, see the *NEO 2 User Manual*. To set custom goals for all lessons and students, follow these steps:

1. In KeyWords Wireless on the NEO 2, highlight **Teacher options**. Press **enter**.
2. Enter the master password. Press **enter**.
3. Scroll down to **Set custom WPM and error goals**. Press **enter**.
4. Enter the new WPM (words per minute) goal (a number from 1–99). Press **enter**.
5. Enter the new goal for number of errors (a number from 0–99). Press **enter**.

KeyWords Wireless SmartApplet (continued)

Synchronizing KeyWords Data on NEOs with Renaissance Place

1. Connect your NEOs to your computer and start NEO Manager.
2. Click the **KeyWords** tab in NEO Manager.
3. Click **Synch with RP**.
4. Enter the address for your Renaissance Place server (the same address that you use in your browser). Then, enter your Renaissance Place user name and password.
5. If you have synched before, choose whether to synch the students who have already been matched before or use the full wizard. Click **Next >**.
6. If you are using the full wizard, select your school, then your classes, and then match students. Click **Next >** after each step.
7. Click **Done**.


Synch with Renaissance Place
Enter your Renaissance Place username and password to synch your students using previous synch options.
URL:
www.myschool.edu/renaissanceserver
(ex: www.myschool.edu/renaissanceserver)
User name:
mbrown
Password:
56 KeyWords student(s) total
55 student(s) already matched to RP student(s)
Automatically synch students I have already matched
Use the full wizard to change previous matches of KeyWords students to RP
< Back
Next >
Cancel

KeyWords Reports

There are several ways to get reports on student work in KeyWords:

- On NEO, students select **Student reports** to select the Student Progress Report or Last Lesson Report.
- On NEO, teachers select **Teacher options**, then **Create group progress report**.
- In NEO Manager (with NEOs connected), teachers view the Student Detail Report, group Student Progress Report, or Student Information Report.
- If you have synchronized data with Renaissance Place, teachers have several KeyWords RP reports available in Renaissance Place.

Using NEO 2 with Accelerated Math

Getting Ready to Use NEO 2s with Accelerated Math

Before students use NEO 2s to complete Accelerated Math assignments, make sure you've connected the Receiver and named it in the Renaissance Wireless Server Utility, and set your Accelerated Math RP class preferences at the server. Make sure the Renaissance Responder client program is installed on the teacher's computer (see the *Accelerated Math Software Manual*). Students need to know the Receiver network name, and they need a printed copy of the assignment.

How Students Use NEO 2s to Complete Accelerated Math Assignments

1. The teacher starts the Renaissance Responder program at a computer with a Renaissance Receiver connected. The teacher enters his or her user name and password to log in.
2. On the NEO 2, press **applets**, move the cursor next to **Responder**, and press **enter**.
3. Select a network (Receiver) or confirm that you want to stay connected to the Receiver that you used last time.
4. Enter the form number that is at the top of the printed Accelerated Math assignment. Press **enter**.
5. If the NEO 2 tells you to wait until your assignment is retrieved, press **enter**.
6. When the NEO 2 shows your name and form number, press **Y** if the information is correct.
7. To answer each question, press **A**, **B**, **C**, or **D**. Then, press **enter**.
   Note: You can use the up and down arrows to scroll through questions. Press **find** to go to specific question numbers. (For other ways to scroll within questions or go to other questions, see the *NEO 2 Quick Guide*.)
8. After you answer the last question, press **Y** to confirm that you want to submit your work.
9. If NEO 2 tells you to wait while your assignment is saved, press **enter**.
10. NEO 2 will tell you to get your TOPS Report at the printer.
11. After all students finish their assignments, the teacher clicks **End Session** in the Renaissance Responder program.

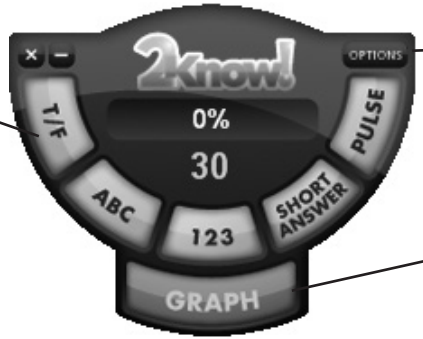
2Know! Toolbar

Installing the 2Know! Toolbar
You can install the 2Know! Toolbar from the CD in the back of your *NEO 2 Resource Guide* or download it at www.renlearn.com/neo/downloads/. Make sure your Renaissance Receiver is connected.

Starting the 2Know! Toolbar
- *Windows:* Click **Start ▸ All Programs ▸ 2Know! Toolbar ▸ 2Know! Toolbar**.
- *Macintosh:* In the Applications : 2Know! Toolbar folder, double-click **2Know! Toolbar**.

How Teachers Use the 2Know! Toolbar

Click a button to choose the type of question to ask.



Click **Options** to choose a different look (theme) for the program or to set up a NEO 2 for the teacher to use to control the program.

Click **Graph** to see a graph of student responses.

What Students Need to Do
1. Press **applets**.
2. Move the cursor next to **Responder**. Press **enter**.
3. Select a network (Receiver) or confirm that you want to stay connected to the Receiver that you used last time.
4. Type your answer and press **enter**. For multiple-choice questions, press a letter. For true/false questions, press **T** or **F**. For numeric-response or short-answer questions, type your answer. For pulse, type **Y**, **J**, **T**, or **G** for yes/true/green or **N**, **F**, or **R** for no/false/red.

Linked Files

Linked Files and How They Are Used on NEOs

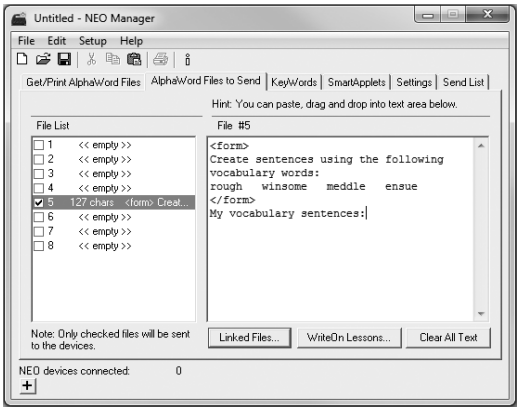
Each file and file space on the NEO can have a linked file. The linked file is connected to the main file, but it is separate. You can view the linked file, but you can't type in it.

Linked files usually store information related to the main file. For example, a linked file might include instructions for a writing assignment (perhaps a rubric or checklist), and the main file might include the prompt that is the starting point for the assignment.

To switch between the file you're using and its linked file, press **ctrl-L** on the NEO 2. Although students can't type in linked files, they can check boxes by pressing the space bar or **X**, and they can clear the boxes by pressing the space bar again or **backspace**. To print a linked file, view it and then press **print** on NEO 2.

Creating a Linked File and Sending it to NEOs

1. Connect your NEOs to your computer and start NEO Manager.
2. Click the **AlphaWord Files to Send** tab.
3. In the list on the left, click the file number that you want to have a linked file.
4. In the area on the right, type <FORM>, then type the text that should be in the linked file. If you want check boxes that students can mark, use [] to indicate where each box should be. (For more guidelines, see the *NEO 2 User Manual*.) When you're done, type </FORM>. Any text that you want to send to the **main** file can go before or after the <FORM></FORM> tags.
5. Click the **Send List** tab.
6. Click **Send** to send the file (and its linked file) to the connected NEOs.



Write On! Lessons

Write On! lessons provide hundreds of writing exercises, literacy skills activities, and vocabulary strategies that teachers can use to help students develop their writing skills. The lessons are installed with NEO Manager and with NEO Share; you can use these programs to send the lessons to student NEOs. Many lessons include multiple activities, so you may want to edit the files to choose the activities that you want your students to do on a given day.

For more information about Write On lessons, refer to the *NEO 2 User Manual,* or in NEO Share, click the **Help** menu and choose **Using Write On! Lessons**. To get detailed information about the lessons, see the teacher's supplement PDF files installed with the Write On! text files.

Sending Write On! Lessons to NEOs

- In NEO Share, you can click the open file button in the Files for Pickup list, choose **Write On! Lessons**, and choose the file that you want to use. The file will be added to the list of files that students can pick up.
- In NEO Manager, you can use the AlphaWord Files to Send tab to choose the file that you want to send a Write On! Lesson to. Then, you can click **WriteOn Lessons** and choose the lesson that you want to use. You can then send the file to connected NEOs.

How Students Work on the Lessons and Send Back Their Work

On their NEOs, students type their responses between angle brackets < >. When students finish their work, you can do one of the following:

- Have students send the files back to NEO Share.
- In NEO Manager, use the Get/Print AlphaWord Files tab to retrieve the files from connected NEOs.
- Connect each NEO directly to a computer and send the work into a computer file.
- Have students print files from their NEOs via a USB connection, IR printing, or wireless printing.

Managing SmartApplets

Changing the Startup SmartApplet on One NEO 2

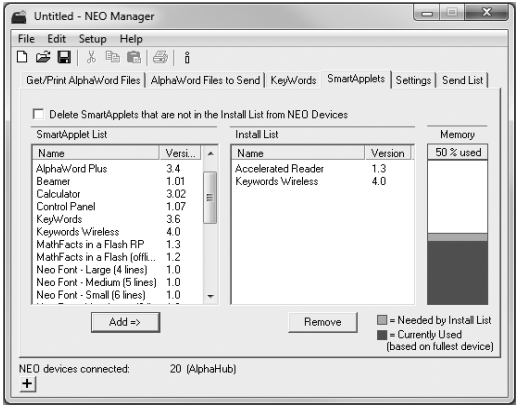
1. On NEO, press **applets**.
2. Use the arrow keys to move the cursor next to the SmartApplet that you want to start whenever you power on the NEO 2.
3. Press **ctrl-applets**. Notice that an asterisk appears next to the SmartApplet.

Changing the Startup SmartApplet for Several NEOs Using NEO Manager

1. Start NEO Manager and connect your NEO(s).
2. Click the **Settings** tab.
3. Click **System** in the list on the left.
4. On the right, click the **Startup SmartApplet** drop-down list and choose the SmartApplet that you want to start when you power on the NEOs. The setting box and the System box will be checked.
5. Click the **Send List** tab.
6. Click **Send** to send the change to the NEOs.

Installing a SmartApplet on NEOs

1. Connect your NEOs to your computer and start NEO Manager.
2. Click the **SmartApplets** tab.
3. If the SmartApplet that you want to install isn't already in the list:
   - *Windows:* Close NEO Manager. In Windows Explorer, double-click the **.OS3KApp** file for the SmartApplet. NEO Manager will restart with the SmartApplet listed on the **SmartApplets** tab.
   - *Macintosh:* In NEO Manager, click the **File** menu and choose **Add to Applet List**. Find and select the **.OS3KApp** file for the SmartApplet. Click **Choose**.
4. Click the SmartApplet that you want to install. Click **Add =>**. (Watch the Memory graph to see whether there is enough space on the NEOs.)
5. Click the **Send List** tab.
6. Click **Send** to install the SmartApplet on the NEOs.



Managing SmartApplets (continued)

Disabling a SmartApplet on a Single NEO 2

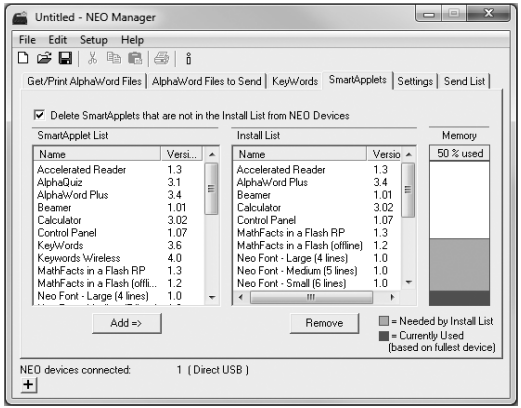
1. On NEO, press **applets**.
2. Use the arrow keys to move the cursor next to the SmartApplet that you want to disable.
3. Press **ctrl-cmd-L**.
4. Enter the master password for the NEO.
5. The ⌞⌟ symbol will appear next to the SmartApplet to show that it has been disabled.

Disabling SmartApplets on Several NEOs Using NEO Manager

1. Start NEO Manager and connect your NEO(s).
2. Click the **Settings** tab.
3. On the left, click the SmartApplet that you want to disable.
4. On the right, after **Disable this SmartApplet**, click **Yes**. The box will be checked.
5. Click the **Send List** tab.
6. Click **Send** to send the change to the connected NEOs.

Removing a SmartApplet from NEOs

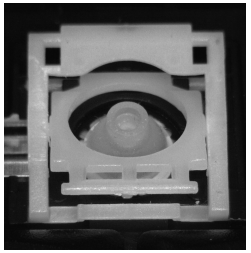
1. Connect your NEOs to your computer and start NEO Manager.
2. Click the **SmartApplets** tab.
3. Click each SmartApplet that you want to **keep** and click **Add =>** to add it to the Install List, even if it is already installed on the NEOs. You can select more than one SmartApplet at once. **Do not** add the SmartApplet that you want to remove from NEOs.
4. Above the SmartApplet list, check this box: **Delete SmartApplets that are not in the Install List from NEO Devices.**
5. Click the **Send List** tab.
6. Click **Send** to send the change to the connected NEOs. The SmartApplets that were not in the Install List will be removed from the NEOs.

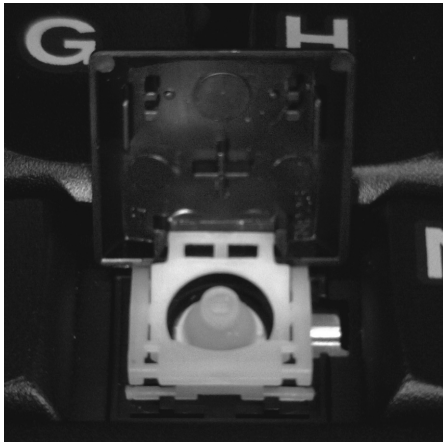


Reattaching Keys to NEOs

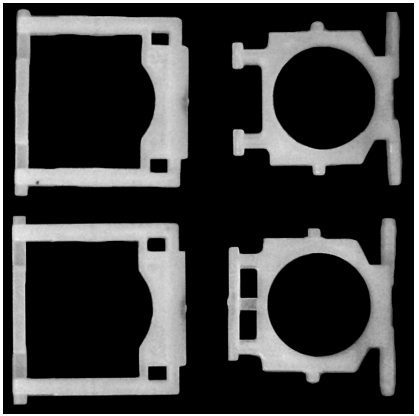
Reattaching the Key Cap Only

1. On the back of the key cap, make sure there are no broken prongs. (If there are, contact Technical Support at support@renlearn.com or 800-338-4204.)
2. If the scissors assembly (shown to the right) is still flat and in place, gently left the bottom of the scissors assembly and fit the bar or two tabs at the top of the assembly into the top of the key cap as shown below.
3. Gently flip the key down and press the key down **gently (if you press too hard, you may break the scissors assembly)** until you hear the key click into place on the left and the right.



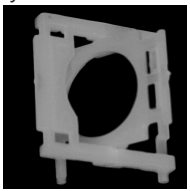


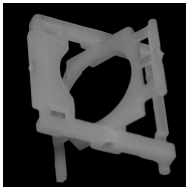
Reattaching Keys to NEOs (continued)



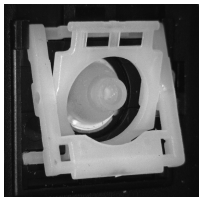
Reattaching the Scissors Assembly Under the Key Cap

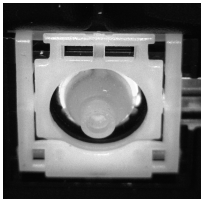
1. If one or both of the white scissors assembly pieces are still attached to the key cap, separate them from the key cap.
2. Place the two pieces in front of you, with the square on the left and the circle on the right. (There are two types of round assemblies; both are shown.) Make sure the pieces have the correct sides up; the square piece should tilt slightly to the right, and the round piece should tilt slightly to the left.
3. Slide the round piece underneath the square piece. Bring it up through the center of the square piece. Halfway up, maneuver the small knobs on each side of the round piece into the holes on each side of the square piece, one at a time, to create the scissoring action.





4. Place the assembly on the keypad. For most keys (except the arrow keys), put the square part of the assembly to the far left of the area where it will sit; then, slide it underneath the two small slider bars in the keypad space. Slide it all the way to the bottom of the area.
   For the arrow keys, put the square part of the assembly at the top of the area where it will sit; then, slide it underneath the slider bars. Slide it all the way to the bottom of the area.
5. Press down gently to click the right side (bottom side for arrow keys) into the narrow channel.
6. Reattach the key cap (see the previous page).



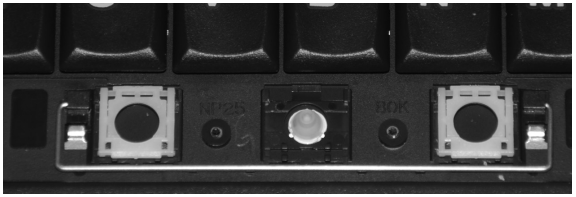


Reattaching Keys to NEOs (continued)

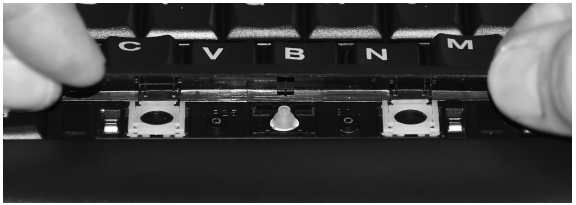
Reattaching the Space Bar

1. Fit the two wire ends into the tabs next to each scissors assembly as shown.

2. Flip the solid end of the wire down as shown.

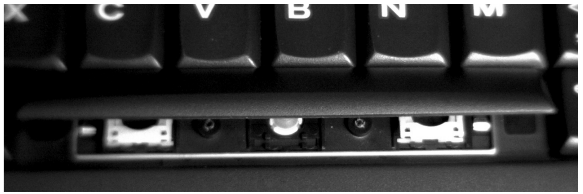


3. Gently fit the bar or two tabs at the top of each scissors assembly into the top of the space bar key cap as shown.



4. Gently flip the key down.

   Before you press down on the key to click it into place, be advised that if you press too hard, you may break the underlying scissors assemblies. (If this happens, you need to contact Technical Support for repair at support@renlearn.com or 800-338-4204.) Now, press down gently on the key, one side at a time, until you hear it click into place.



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ISBN 978-1-59455-440-7
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